



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH DISCRIMINATION INVESTIGATOR

Job Number: 20000907

Job Code: 37850V160216

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 11/01/1993

Job Revised: 02/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts complicated and detailed investigations of discrimination resulting from employees exercising rights protected by occupational safety and health laws; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR an associate's degree in occupational safety and health.

EXPERIENCE:

Must have three years of professional experience in occupational safety and health, complaint investigation, safety training or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in occupational safety and health, safety training or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Administrative experience in labor relations involving the administration of OSHA regulations, complaint investigations or experience involving the investigation of discrimination complaints will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts complex OSH discrimination investigations. Takes statements from complainants, employers and witnesses. Runs assets checks to determine financial stability for purposes of settlements. Researches various sources of information to determine if complaint is justified. Explains all aspects of OSH anti-discrimination statutes, regulations and procedures to employers, employees, union representatives, etc. Provides written status reports, case summaries and recommendations on each discrimination case. Relays pertinent information about circumstances surrounding discriminatory actions. Attends training and/or conferences relevant to OSH discrimination investigations. Prepares citations and penalty calculations in meritorious cases as directed. Provides general investigative support to OSH Program as needed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required to conduct investigations.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Employees in this class are required to undergo yearly physical examinations to ensure they are physically capable of performing the essential duties of the position, capable of safely utilizing required personal protective equipment without posing a hazard to themselves or others, medically fit for the use of respiratory protection and to ensure compliance with the medical requirements of occupational safety and health standards pursuant to 29 CFR 1910.0134 adopted by 803 KAR 2:308. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.